

<p style="text-align: center;">BID FORM FOR GROUNDS MAINTENANCE Essex Elementary School</p>

DATE: March 15, 2022

TO : All Prospective Bidders

SUBJECT: **5 YEAR LAWN MOWING and SPRING / FALL CLEAN UP BID**

Essex Elementary School is seeking bids for the lawn mowing and spring/ fall cleanup from May 15, 2022 through May 14, 2027 seasons. A five year contract. The bid procedure, delivery, quantity, specifications and pertinent information are detailed in the attached documents. Bids are to be submitted in a sealed envelope marked: **LAWN MOWING and SPRING / FALL CLEANUP**

To:

Essex Elementary School
108 Main Street
Centerbrook, CT 06409
Attn: Mrs. Jennifer Tousignant, Principal

Time:

All Bids must be submitted no later than 3:00 PM on Monday, May 4, 2022.

Sealed bids may be received by mail, private carrier or hand delivered as long as the document is received at Essex Elementary School prior to time and date specified.

Although cost is an important factor, Essex Elementary School is not obligated to award the purchase of lawn maintenance service solely on the basis of cost. Essex may reject any or all bids in whole or in part that it deems not to be in the best interest of the school.

Essex Elementary School is an Equal Opportunity Employer.

Any questions concerning the enclosed bid documents should be directed to Thomas Fitzgerald, Facilities Manager, tfitzgerald@reg4.k12.ct.us

Respectfully,

Jennifer Tousignant, Principal

BID FORM FOR GROUNDS MAINTENANCE
Essex Elementary School

SPECIFICATIONS

for

Lawn Mowing and Cleanups, Essex Elementary School

Intent:

The purpose of this bid is to contract for ground maintenance services for the specified period.

Bid Form A: is priced for costs per year for specific ground maintenance.

Bid Form B: is for a contract price regardless of the amount of ground maintenance: mowing, trimming, fall and spring leaf clean-up, brush hog, weed and mulch.

Basis of Award:

Essex Elementary School intends to award the bid to the lowest qualified responsive and responsible bidder. Essex Elementary School further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive any and all informality or technical defects, if, in its judgment, the best interest of the school will be so served.

Contract Period:

Prices offered on the proposal schedule shall be for the specified period. (May 15, 2022 through May 14, 2027) The contractor warrants that the pricing stated herein shall remain firm for the duration of the contract. Pricing shall include all charges and material that may be imposed in fulfilling the terms of the contract.

Essex Elementary School and the contractor, by mutual agreement, may extend the contract for up to two additional years.

General:

Interested bidders are encouraged to make an appointment with Tom Fitzgerald to visit and inspect the school site before submitting a bid in order to familiarize themselves with work requirements. Additional information, if required, may be obtained from the Facilities Manager at: tfitzgerald@reg4.k12.ct.us Failure to visit the school will not relieve the contractor of their obligation to confirm their ability to perform the work indicated in the specifications. It is the contractor's responsibility to meet all state and federal regulations. The successful Contractor must be properly licensed to do business within the Town of Essex and Licensed in the State of Connecticut.

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Scope of Work:

Furnish all equipment, vehicles, labor and supervision to perform the following:

- The work contemplated under this contract with Essex Elementary School, shall include all labor, materials, equipment, and transportation necessary to provide grounds maintenance to the Essex Elementary School grounds.
- All work shall be performed at a time to minimize the exposure of students, staff, and groups using the fields and employees and their vehicles. **Mowing shall not be scheduled while school is in session.** Contractor flexibility during all breaks in terms of scheduling.
- Essex Elementary has the right to reduce the frequency of mowing and trimming during periods of drought.
- Pick up and remove all paper, debris and tree limbs before the grass is cut.
- Mow and trim all grassed areas, including the courtyard once per week.
- A second mowing is needed each week during the school year on the playing field.
- Trim grass around all building shrubbery, tree and fence lines, parking lot and other stationary objects to maintain the same thickness as the mowed portion of lawn.
- Edge all sidewalks, driveways, walkways, patios, curbs, concrete pads, and ornamental beds weekly during growing season.
- Clean all grass and debris from sidewalks, walkways, courtyard, driveways, patios, curbs, parking and play areas. Grass and debris will not be blown into areas where it will be unsightly.
- Assume responsibility for damage to plants, shrubs, flowers, trees and building fixtures with string trimmer, lawn mower or other equipment used for lawn care.

A. Spring and Fall Clean Up

Contractor is responsible for all removal of leaves and debris from the site. No dumping on school grounds.

a. Spring Clean Up:

Landscape Areas- Clean and remove all winter debris, leaves, sand, trash, etc.

Lawn Areas- Blow, rake and remove debris.

Parking lots- Remove all leaves and debris.

Playgrounds- Remove all leaves, tree branches and debris.

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Scope of Work (cont.)

b. Fall Clean Up:

Two (2) removals of leaves from lawn, landscape, playground and parking lots.

Leaves and debris are to be removed from site.

1- Mid way through fall season

2- End of leaf drop

B. Brush Hog around playing field

- In August before school starts, cut back/ bush hog around the perimeter of the playing field and retention pond, 20 to 25 feet.

C. Mulching

- a. Weed and edge five (7) flower beds around the building. Front sign bed, bus circle bed, corner bed and beds on either side of front doors, 1 under Media Center windows and 1 under cafe/kitchen windows and 2 beds in the courtyard.
- b. Contractor must provide double ground color enhanced dark mulch.
- c. Contractor must provide two (2) inches of mulch for each existing mulched area.
- d. All mulching should be done the week before school starts.

Equipment to be used:

- Trucks shall be equipped with the capability for ground maintenance. All maintenance, supplies, equipment and spares, fuel, lubrication, vehicle repairs, etc. and necessary service facilities shall be provided by the contractor.
- Contractor shall have sufficient primary and backup equipment to ensure completion of work.
- All vehicles being used in this contract must be owned by, and registered to, the contractor awarded the contract, and all vehicles must be manned and operated by employees of said contractor. **No** hiring of outside vendors will be allowed for these services.
- Equipment to be used for this contract may be inspected by the Facilities Manager prior to awarding of the contract, and at any other time she/he feels is necessary.
- Provisions may be made to store equipment on site if so desired by the contractor.

Accidents and Damages:

- The contractor shall report all accidents involving injury or major damage immediately after occurrence to the Essex Police Department and the building Principal/Administrator.

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Scope of Work (cont.)

- Damage to curbing, pavement, grates, guardrails, etc. shall be reported at the earliest opportunity, but not later than 8 hours after occurrence.
- Damages noted above are to be repaired by the contractor as soon as possible after occurrence. Final payment will not be made until all repairs have been completed and approved by the Facility Director.
- Damage to private vehicles must be reported to the Police.

Payment to Contractor:

- The contractor shall submit to Essex Elementary School her/his invoice for work completed at the end of each month. Invoices shall be paid within 30 days of receipt.

Contracted Areas:

All grounds are to be maintained: grassy areas, courtyard and beds as indicated herein.

EssexElementary School
108 Main Street
Centerbrook, CT 06409

BID FORM FOR GROUNDS MAINTENANCE
Essex Elementary School

GENERAL TERMS AND CONDITIONS

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

Taxes:

Essex Elementary School is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder upon request.

Award:

The Principal and Facilities Manager reserve the right to make an award which, in her/his judgment and recommendation from the Maintenance Departments, following bid evaluations, best meets the specifications and is deemed in the best interest of the school.

Essex Elementary School further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive any and all informality or technical defects, if, in its judgment, the best interests of the school will so be served.

Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify Essex Elementary School, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Non Discrimination Clause:

The Contractor hereby agrees that neither she/he nor her/his subcontractors will refuse to hire or employ, bar or discharge from employment, an individual or to discriminate against him in compensation, or in terms, conditions or privilege of employment because of race, color, religious creed, age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

Liability Insurance:

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of worker's compensation insurance, employers liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A Certificate of Insurance evidencing this fact that the contractor has secured the required insurance shall be filed with Essex Elementary School at the time of

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General Terms and Conditions (cont.)

the execution of this contract. The Certificate of Insurance shall evidence the required coverage and name Essex Elementary School and the Board of Education as additional insured parties. This should be shown under the description of the operations portion of the Certificate of Insurance. All certificates should also indicate a notice of cancellation complying with state statute.

Minimum Requirements for Certificate of Insurance

A. Commercial General Liability

- General Aggregate: \$1,000,000.00
- Product/Completed Operations Aggregate: \$1,000,000.00
- Occurrence Aggregate: \$1,000,000.00

B. Automobile Liability

- Liability Limit: \$1,000,000.00

C. Workers Compensation & Employers Liability

- Per Connecticut Statutes
- A contract issued as the result of a bid shall not be considered exclusive. Essex Elementary School reserves the right to contract with other vendors for similar services when deemed appropriate.

Stipulations:

Essex Elementary School maintains the right to withhold payment for unsatisfactory materials and/or performance until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, Essex Elementary School may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. Essex Elementary School reserves the right to cancel the contract at any time with no cost. Cancellation due to poor performance or violation of law shall be immediate. Cancellation due to budget constraints or reasons other than unsatisfactory performance shall be upon thirty (30) days written notice.

BID FORM FOR GROUNDS MAINTENANCE
Essex Elementary School

BID FORM A

The undersigned _____, doing business in the City/Town of _____, submits herewith, in conformity with the general terms and conditions and specifications for the Essex Elementary School Lawn Mowing and Cleanups Bid.

LAWN MOWING/CLEANUPS		Year 1	Year 2	Year 3	Year 4	Year 5
Weekly Mowing/Trimming of entire grounds. Est.@ 25 cuts	\$ Per/Cut					
Playing field 2nd mow per week	\$ Per/Cut					
Fall Clean Up - midway through fall season	\$ Per/Year					
Fall Clean Up - at end of leaf drop	\$ Per/Year					
Spring Clean Up	\$ Per/Year					
Brush Hog around Field @ 20' to 25'	\$ Per/Year					
Weed and Mulch beds (5 beds)	\$ Per/Year					

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services at the prices bid herein.

Type of Business	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sub Chapter S Corp.	<input type="checkbox"/> Corporation
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Company Name	Doing Business As (Trade Name)		
Business Address	City	State	Zip Code
Signature of Person Authorized to Sign This Bid	Title	Date	
Print Name of Signer	Phone	Fax	
Further information and references on any individual or company placing a bid may be required by Regional School District #4 prior to the awarding of a bid.			

BID FORM FOR GROUNDS MAINTENANCE **Essex Elementary School**

BID FORM B

This Bid Form is for an optional bid for lawn mowing and cleanups. This price will include all ground maintenance set forth in the contract from May 15, 2022 through May 14, 2027 . This is an all inclusive contract. Contractor is responsible for maintaining the grounds: mowing, trimming, fall and spring leaf clean-up, brush hog, weed and mulch on the school property of Essex Elementary School.

The undersigned _____, doing business in the City/Town of _____, submits herewith, in conformity with the general terms and conditions and specifications for the Essex Elementary School Lawn Mowing and Cleanups Bid.

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services at the prices bid herein.

I, _____ Submit a Bid of \$ _____ for the total length of the five year contract. All ground maintenance as listed above at the Essex Elementary School. For the time period of April 1, 2022 to March 31, 2027 regardless of the amount of mowing or trimming that occurs during that time period. Contract will be paid out in 4 equal payments in a payment schedule agreeable to both Contractor and School.

YEAR 1	May 15, 2022 - May 14, 2023	\$
YEAR 2	May 15, 2023 - May 14, 2024	\$
YEAR 3	May 15, 2024 - May 14, 2025	\$
YEAR 4	May 15, 2025 - May 14, 2026	\$
YEAR 5	May 15, 2026 - May 14, 2027	\$

Type of Business | ☐ Proprietorship | ☐ Partnership | ☐ Sub Chapter S Corp. | ☐ Corporation

Company Name		Doing Business As (Trade Name)	
Business Address		City	State Zip Code
Signature of Person Authorized to Sign This Bid		Title	Date
Print Name of Signer		Phone	Fax
Further information and references on any individual or company placing a bid may be required by Regional School District #4 prior to the awarding of a bid.			

BID FORM FOR GROUNDS MAINTENANCE
Essex Elementary School

Lawn Mowing and Cleanups Bid

☐ BID FORM **A** LAWN MOWING AND CLEANUPS AWARDED

☐ BID FORM **B** LAWN MOWING AND CLEANUPS AWARDED

Contractor: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax: _____

E-Mail: _____

By: (Print Name): _____

(Bidder Signature): _____

Title: _____

This contract is awarded to: _____

Date: _____

By : _____

Region 4 Schools, Superintendent Brian White